



Undergraduate Section, Academic Administration Division  
Faculty of Engineering, King Mongkut's Institute of Technology Ladkrabang

Request for Credit Transfer

Subject: Request for credit transfer Date ...../...../.....:

To The Vice Dean

I (full name).....Student ID 

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previously studied in the Faculty of.....Institute/University.....

and I am currently studying in the Faculty of Engineering Year..... Degree major.....

Address.....

Tel. 1. .... 2. ....

I would like to request for the transfer of credits. Only credits for courses with grades no less than C can be transferred. In the cases where credits are transferred from other institutes/universities, only credits for courses with grades no less than C+ can be transferred.

Total courses requested to transfer.....Total credits requested to transfer.....

Signature..... (student)

<p style="text-align: center;">Comment from Undergraduate Section, Academic Administration Division</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p style="text-align: right;">Signature.....</p> <p style="text-align: right;">Date ...../...../.....</p>	<p style="text-align: center;">The Vice Dean</p> <p style="text-align: center;"><input type="checkbox"/> Approved    <input type="checkbox"/> Not approved</p> <p>.....</p> <p>.....</p> <p>.....</p> <p style="text-align: right;">Signature.....</p> <p style="text-align: right;">Date ...../...../.....</p>
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**Attached Documents**

1. General Request Form
2. Course Equivalency Table Form
3. Official transcript from previous institute/university
4. Course description from previous institute/university